

ROLE PROFILE

Job title:	Consultant
Reporting to:	Director or Senior Consultant
Salary:	£30,000 - 35,0000
Location:	Berkhamsted, Hertfordshire with shared workspace in London

Role Purpose

As a Consultant with Simply Sustainable Ltd, you are responsible for delivering (leading and supporting) client projects for our growing business. This includes projects such as sustainability and ESG strategies, materiality, sustainability integration planning and support, and sustainability and ESG reporting to international standards.

You will use your excellent research and analytical skills for analysing a wide range of sustainability information and data, accurately and on time; producing professionally written reports and presenting the results with recommendations to clients, ensuring these are within budget and exceed the clients' expectations. You will also take a shared responsibility for enhancing current customer relationships as well as business development; developing proposals, networking (sometimes outside office hours) and introducing new potential clients to the business.

Key accountabilities & responsibilities:

Best practice delivery (leading and supporting) of clients' projects including top class, practical sustainability consultancy services on an ongoing basis to clients. This will cover all aspects of the sustainability & ESG services Simply Sustainable provides. It would be advantageous to have experience of one or more of these areas: carbon, ISO standards and ESG ratings such as FTSE4Good and DJSI.

- Presentation of results and findings to clients in a clear engaging and highly professional way.
- Ensuring the accuracy and appropriateness of the advice and documentation prepared for each client that answers, and where possible exceeds, the brief. This includes the need to keep up to date with new legislation, trends and best practice and using the information gained to develop leading edge tools/documentation for our clients.
- Managing projects for clients ensuring the project plan and all materials/documents required accurately meet the clients' needs and business sector. This includes responsibility for managing budgets and resourcing on projects and alerting the project director or senior consultant early with any concerns
- Enhancing existing client relations by being a joy to work with. Ensuring communications are timely and appropriate at all times and that all information received from the client is accurate and detailed in order to exceed client expectations for project specification and ultimately the delivery.

- Developing engaging, tailored proposals for clients or potential clients that match the project specification, are costed in line with the Simply Sustainable Way.
- Preparing for, attending and contributing to new business meetings and pitches, with the ability to confidently discuss our services and work in relation to the clients' needs.
- Gaining and developing relationships with new clients, through networking and communications.
- Accountable for completing all administration and record keeping required for our clients and our company's operational processes.
- As a key member of the Simply Sustainable Team you are expected to contribute to the overall growth strategy and thought leadership of Simply Sustainable. This may include the development of new workstreams, products and services, as well as contributing to the ideas and development of our own communications content.
- Responsible for the development and mentoring of interns and junior members of the team as and when required.

Key skills and knowledge:

- At least 2 – 5 years' experience of working in a Consultancy, working with UK- based and global corporate business across a range of sectors
- Must be educated to degree level, plus membership to ICRS or IEMA
- Proven track record of practical hands on experience working on corporate sustainability & ESG projects similar to the services Simply Sustainable provides
- Exceptional, writing, communication and analytical skills
- Excellent project management skills
- Excellent presentation and facilitation skills
- Building and maintaining strong client relationships
- Excellent accurate and up-to-date knowledge of trends and developments surrounding sustainability and ESG
- Proven ability of delivering high quality work on time and on budget

Competencies/Behaviours:

- A joy to work with
- Passionate about sustainability
- Commercial and business Customer focused
- Practical and hands-on
- Confident with clients and maintain a presence in a meeting with a client
- Ability to influence and persuade
- Innovative and creative

Any additional relevant information:

The role requires flexibility and availability for the clients with a passion to deliver top quality work. The role may require travelling both inside and outside the UK and on occasions based within the Clients premises. Must have the right to work and live in the UK.